

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Guidance from D/OIT re DDA Strategic Plan for Information Handling

FROM:

PM/DDASP - DG

EXTENSION

NO.

DATE

2 Mar 88

OIT/TRIS

LOGGED

03 MAR 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/OIT

l

1. One Copy

2.

3. D/OIT

/

1. One Copy

4.

5.

6.

ok but be sure
we understood that
the DDA plan will
be limited to 5 to 10
pages

7.

8.

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15.

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OIT-7207-88
1 March 1988OIT/TRIS
LOGGED

03 MAR 1988

MEMORANDUM FOR THE RECORD

FROM: Program Manager, DDA Strategic Plan for Information Handling

SUBJECT: Guidance from D/OIT re DDA Strategic Plan for Information Handling

1. Background

On 26 February, a meeting was held with D/OIT to solicit guidance for developing the DDA Strategic Plan for Information Handling. In attendance were Ed Maloney (D/OIT), [redacted] (DD/OIT), [redacted] (C/Development Group/OIT), and [redacted] (Program Manager for developing the DDA Strategic Plan for Information Handling).

D/OIT indicated he was tasked by the DDA, at the last DDA Office Directors Office Meeting in January 1988, to develop the DDA's Strategic Plan for Information Handling. Basically, each DDA Office is doing its own thing and the DDA wanted a coordinated effort.

The following paragraphs define the agreed approach and definitions that will be used for the plan development.

2. Outline for Plan

- a. Scope
- b. Background
- c. What are our Goals
- d. Where do we stand
- e. Where do we want to be by 1993
- f. How do we get there



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3. Definition of <u>INFORMATION</u>		<u>HANDLING</u>
.Data	.Voice	. Telecommunications
.Text	.Cables	. Automated Systems
.Images	.Video	. Manual Methods
		. Security Implications

Note: (1) CABLES are distinguished from TEXT to denote the major differences in Official Messages/Memorandum versus Unofficial text transfer.

(2) IMAGES are distinguished from VIDEO to denote the difference between Overhead Reconnaissance Imagery and Video transfer of drawings, forms, etc.

4. Length of DDA Plan and Primary Concentration

The overall DDA Strategic Plan should not exceed 10 pages.

It should concentrate on the overall high-level Information Handling Functions needed for the DDA to support all Agency Offices both Domestically and in the Foreign Field for the next five years.

Note that each DDA Office will later be asked to prepare their own Information Handling Implementation Plan in relationship to the DDA's overall plan. The individual Office Plans will note in more detail their objectives for achieving the DDA's plan.

5. Length of Time to Develop the Plan

The final draft should be completed by the middle of April 1988, so it can be briefed at the DDA Office Directors planned Off-site conference on April 19 & 20. Total time for plan development approximately seven weeks.

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6. Data Gathering and Plan Formulation

It is recognized that each of the individual offices within the DDA have created individual office strategic plans, but have not necessarily focused on Information Handling. To achieve a balanced consolidated DDA Plan on Information Handling:

- (a) Each of the current DDA Office Plans will be reviewed.
- (b) The Program Manager will meet with the Senior Information Handling Strategic Planners from each of the other Directorates (DDI, DCI, DDS&T, & DDO). Purposes - to gain their input on expectations for DDA support.
- (c) The Information Technology Policy of the CIA, created by the Information Systems Board in November 1986, will be reviewed.
- (d) The Program Manager will create a first draft of the DDA Strategic Plan for Information Handling using the above data and formulate any standard questions that may be necessary for response from the individual DDA Offices. The draft will be coordinated with the DDA Management Staff and the DDA Deputy Office Director's Group. In addition, the DDA Data Processing Users Group and the Senior ADP Control Officer from each DDA Office will be briefed on the plan development activities, so they can provide input to their respective offices.
- (e) The draft of the DDA Strategic Plan for Information Handling will then be forwarded to each DDA Office Director for comments.
- (f) The individual DDA Office responses will be combined by the Program Manager and a second draft DDA Plan formulated for coordination with the DDA Management Staff and the DDA Deputy Office Director's Group. A separate document will also be created that defines how the continuing DDA Information Handling Planning Process will occur in the future.
- (h) The final DDA Strategic Plan for Information Handling draft will be briefed to the DDA, and his approval requested.

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7. Assistance from DDA Management Staff

25X1 On 1 March 1988, [] (DDA Management Staff), was assigned on a part-time basis to assist the Program Manager with the strategic plan development and reduce DDA Management staff coordination time.

8. Tentative Schedule

a. Week 1 (1 Mar)

- (1) Meet with DDA Management Staff - Review plan f/developing plan
- (2) Gather all specific strategic office plans from each of the Offices
- (3) Meet with Office of Comptroller Reps, who have conducted some initial inquiries into Directorate Plans for Information Handling.

b. Week 2 (7 Mar)

Program Manager in Training

c. Week 3 (14 Mar)

- (1) Review each of the DDA Office Plans for information handling data.
- (2) Meet with Senior Information Handling Strategic Planners from the DDI, DCI, DDO, & DDS&T Directorates to gain their input on expectations for DDA support.

d. Week 4 (21 Mar)

- (1) Begin formulation 1st Draft of Strategic Plan.
- (2) Coordinate draft with DDA Management Staff

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e. Week 5 (28 Mar)

- (1) Monday, 28 Mar - meet with DDA Deputy Office Directors Group in an information exchange, to review and finalize 1st draft.
- (2) Send first draft to each DDA Office Director (OIT, OC, OF, OL, OMS, OP, OS, OT&E) for response. Request all replies no later than Wednesday, 6 April.
- (3) Brief DDA Data Processing Users Group and the Senior ADP Control Officer from each DDA Office, on the DDA's Strategic Info Handling Plan development activities, so they can provide input to their respective offices.

f. Week 6 (4 Apr)

- (1) Coordinate draft with individual DDA Deputy Office Directors, as required.
- (2) Wed, 6 Apr - All comments from individual DDA Offices should be received.
- (3) Incorporate comments into final draft.

g. Week 7 (11 Apr)

- (1) Tuesday, 12 Apr - meet with DDA Deputy Office Directors Group in an information exchange, to review and finalize draft.
- (2) Prepare final draft.
- (3) Prepare Briefing of Plan for DDA Office Directors Quarterly Meeting.
- (4) Prepare recommendations on how the continuing DDA Strategic Planning process for Information Handling should occur.

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h. Week 8 (18 Apr)

- (1) Brief DDA Office Director Off-Site Conference - 19 or 20 Apr.
- (2) Request DDA's approval of DDA Strategic Information Handling Plan
- (3) Brief recommendations for how the continuing DDA Strategic Planning for Information Handling process will occur.

i. Week 9 (25 Apr)

- (1) Brief the Senior Information Handling Strategic Planners from each of the other Directorates (DDI, DCI, DDS&T, & DDO) on the DDA's Strategic Plan for Information Handling.

9. Background data collected thus far:

- a. Employee Bulletin - Statement of Information systems Board (ISB) - Statement of Information (Automated information systems and communications networks) Technology strategy for CIA.
- b. D/OIT slides briefing to DDA Office MGR conference (Major issues in Information Handling in the DDA)
- c. Minutes from Information systems Board (Maloney comments on DDA Directorate Plan)
- d. Major Issues in Information Handling in the DDA (OIT Mgmt Staff (Major issues in Information Handling in the DDA)
- c. Minutes from Information systems Board (Maloney comments on DDA Directorate Plan)
- d. Major Issues in Information Handling in the DDA (OIT Mgmt Staff

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- g. C/Dev Group Raw Notes to D/OIT on Data Mgmt Planning Mechanism
(Major issues in info handling in DDA)
- h. DDI
 - (1) Information Handling in the DDI - A Look Ahead
(Strategic Plan for next 3-4 years)
 - (2) Briefing Charts
(Information Handling in the DI)
- i. DCI
 - (1) DCI Area Automation - Outlook into the 1990's
- j. DDS&T
 - (1) 5 Nov 87 - Briefing Charts on ADP Activities
- k. DDO
- l. DDA
 - (1) DDA - Goals for 1988
- m. OIT
 - (1) 1988 OIT Objectives
 - (2) OIT - Long Term Goals
 - (3) OIT Directions an Update - 5 Nov 87
(from ISB Offsite on 4 Nov 87)
 - (4) Draft by Tom Hall of "Future Architecture - Agency Work Group Computing"
 - (5) Information Management Task Force Report
 - (6) OIT's Operational Plan for the Data Processing and communication systems FY-88 thru FY-92
- o. CIA
 - (1) CIA Information Handling Study - 1980 submitted to Executive Committee

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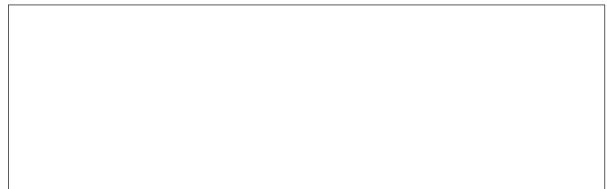
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10. Strategic Planning literature collected thus far

- 25X1 (1) Strategic Planning of Management Information Systems
(Author - [REDACTED])
- 25X1 (2) Strategic Planning for MIS
(Author - [REDACTED])
- 25X1 (3) Strategic Planning for Information Systems
(Author - [REDACTED])
- 25X1 (4) Problems in Planning the Information System
(Author - [REDACTED])
- 25X1 (5) Design & Strategy for Corporate Information Services
(Author - [REDACTED])
- (6) A five-year plan for meeting the Automatic Data Processing and Telecommunications needs of the Federal Government (Vol 1 - Sep 86) - (Author - Off. of Mgmt & Budget)
- 25X1 (7) Planning Prerequisite for Productive Data Processing
Author - [REDACTED] extract MIS Week.
- 25X1 (8) Reform '88 Workshop (Oct 18, 1985 - Strategic Information Systems Planning - (Author - [REDACTED])

11. Summary

The above represents the basic guidance received from the Director, Office of Information Technology on the formulation of the DDA's Strategic Plan for Information Handling. In addition, the tentative schedule, together with a list of data collected thus far is included for reference purposes.



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25X1

PM/DDASP/DG/OIT [redacted] (1 Mar 88)

Distribution:

25X1

- 1 - D/OIT
- 1 - DD/OIT
- 1 - C/Development Group/OIT
- 1 - C/Management Group/OIT
- 1 - C/Management Staff/DDA
- 1 - [redacted] DDA Management Staff
- 2 - OIT Registry
- 1 - Originator

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